



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #39/05
October 31, 2005

TO: Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: MAILING LIST UPDATE

Enclosed is a form to help us update our mailing/e-mailing database. Please provide a list of your Agency Personnel Liaison, Agency Personnel Representative(s), Department Director, Agency Administrator(s), Designee(s) for the Classification and Compensation Plan, Designee(s) for Personnel Commission related items, Designee(s) for Department of Personnel Rules (Section 284 of the NAC) and Designee for Alcohol and Drug Testing Program. Please send the enclosed form via e-mail to squick@dop.nv.gov or to the Department of Personnel, 209 East Musser Street, Room 101, Attn: Sarah Quick.

To assist in determining appropriate designations, we have provided a definition of "Agency Personnel Liaison", and "Agency Personnel Representative".

Agency Personnel Liaison -The primary personnel representative from a department or in the case of the Department of Health and Human Services, a division. This is typically the highest-level Personnel Officer for the department, but it could also be a Personnel Analyst, Executive Assistant or Deputy Director.

Agency Personnel Representative -In a department with several individuals performing personnel functions, these individuals are typically responsible for a specific segment of the personnel functions or organization, e.g., payroll, recruitment, or personnel representative to a division. This position is typically a Personnel Analyst, Personnel Technician or Administrative Assistant.

If you have any questions please feel free to contact Sarah Quick at 775-684-0113.

JG:sq

Database E-mailing/Mailing Update Form.

Title	Name	Department/Division	Mailing Address	E- mail Address
Department Director				
Division Administrator(s)				
Agency Personnel Liaison				
Agency Personnel Representative(s)				
Payroll Clerk(s)				
Designee for the Classification and Compensation Plan				
Designee for Personnel Commission related items				
Designee for Department of Personnel Rules (Section 284 of the NAC)				
Designee for Alcohol and Drug Testing Program.				

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